Punjab Government Gazette

EXTRAORDINARY

Published by Authority

CHANDIGARH, FRIDAY, JULY 17, 2026 (ASADHA 26, 1948 SAKA)

GOVERNMENT OF PUNJAB
WATER RESOURCES DEPARTMENT
NOTIFICATION
The 16th July, 2026

No.WR-IRWR04/4/2026-IW1/369.- The Governor of Punjab is pleased to formulate Standard Operating Procedure (SOP) and Timeline for processing of Approval to be issued for "NOC Drainage" on WRD portal is framed as under: -

Sr. No.	Procedure	Timeline for NOC (in working days)
1.	Applicant will apply for NOC through the dedicated portal along with all necessary documents.	T-0
	Scrutiny of Application: I. The concerned division will scrutinize the application and attached documents for completeness. II. In case of any deficiencies in the application, the concerned division shall raise observations to applicant to complete the application. III. If the applicant fails to remove the deficiencies or submits an incomplete response to the observations, the Executive Engineer may return the application, recording the reasons therefor. IV. If no observation is raised by Division office within three working days of the receipt of the application or after response is received from applicant, the application shall be treated as complete and the prescribed timeline for processing shall commence. V. The date of acceptance of application as complete will be considered as date of submission.	T 0 + 3 days

2.	The concerned Executive Engineer may approve/forward/reject the application as per the policy. The concerned Executive Engineer will issue the necessary certificate that no Drainage NOC is required if the site is outside of 150 meters of department's Drain/Choe/River as per the requisite notification/rules or will mark the application to the concerned Junior Engineer, in case the site falls within 150 meters of department's Drain/Choe/River.	T1 = T0+2
3.	The concerned Junior Engineer will provide the site inspection report to SDO along with the requisite documents as below: I. Site Condition Report II. Catchment Area & flow III. Distance from the creek IV. KML file shall be checked with Layout of site/project. V. Cross section/calculation sheets VI. L-section of the Drain, if it is sanctioned	T2 = T1 + 2
4.	SDO will examine and recommend the case to XEN along with relevant documents in his report.	T3 = T2 + 1
5.	The Division office will forward the case to design office for DWS Report.	T4 = T3 + 1
6.	The design office will check and furnish its technical report and recommendations to concerned division.	T5 = T4 + 3
7.	The concerned division office will then examine the case and forward it with specific recommendations to circle office along with requisite report.	T6 = T5 + 1
8.	The concerned Circle office will forward the case to XEN/HQ along with requisite report and recommendations.	T7=T6+1
9.	Final clarification/query: I. Any objection raised by JE/SDO/XEN/SE/CE shall be communicated only once through the Chief Engineer Drainage office after scrutiny. The response of the applicant will be sent back directly in the account of the concerned Executive engineer.	T8 = T7 + 5

	II. Chief Engineer/Drainage may seek final clarification, if required, and decide the case.	
10.	Chief Engineer/Drainage shall examine the case and approve/reject/forward the same to Government for approval as per the requisite policy/notification.	T9 = T8 + 2
11.	Principal Secretary shall examine/forward the case to Hon'ble Water Resources Minister.	T10 = T9 + 3
12.	Hon'ble Water Resources Minister shall approve/reject the case as per the requisite policy/notification.	T11 = T10 + 5
13.	If approved, then draft NOC will be issued by Executive Engineer/HQ.	T12 = T11 + 2

Note:

A. Withdrawal of Applications

All the regulatory application submitted on IP-BFP Portal will provide the applicant the option of withdrawing the application when the application is pending for observations/clarification at applicant end. The application can be withdrawn at: -

1. Scrutiny stage: In case the applicant is unable to complete the application or provide requisite documents, or
2. Processing Stage: When an observation or clarification is raised to the applicant and the applicant is unable to provide the requisite response or doesn't have the necessary compliance.

In case of withdrawn application, the applicant will always have to submit a new application, when he is ready to pursue the regulatory clearance.

Note: In case of withdrawal of the application, the processing fees will be non-refundable.

B. Deactivation of Application mechanism:

In case an application is pending at the applicant end for resolution of observations/clarifications for 21 days and there is no response or action from applicant on the application, then three reminders will be sent every 5 working days to the applicant to respond to the observations, else the application will be deactivated from the system. Failure to comply within the stipulated timeframe shall result in the automatic removal of the application from the portal. The applicant will have to submit a fresh application whenever he wants to pursue the regulatory clearance as the facts of the case would have changed and under no scenario a closed application can be revived.

Note-: In case of deactivation of application, the processing fees will be non-refundable.

C. Escalation Mechanism for Rejection

Any of the regulatory applications if to be rejected, can only be rejected by the competent authority of the respective clearance as per the requisite policy/notification(s). The other officers in the workflow may propose the case for rejection, which will be escalated to the competent authority who shall review and issue the rejection, if found appropriate. Else the competent authority may direct the concerned to re-examine the case if grounds of rejection are not considered appropriate.

A case which has been proposed for rejection cannot be deemed approved while still being reviewed by the competent authority for further action. The HOD may have 2 working days to decide a case proposed for rejection.

The rejection may be in the following cases:

I. During the scrutiny stage, where the applicant fails to rectify the deficiencies or submit a complete application in response to the observations raised by the Division, the application may be proposed for rejection/return by recording reasons therefor.
II. During the processing stage, after the applicant has responded to the observation as well as final clarification, if the case is yet not fit for approval, the same may be rejected on merits/demerits by the competent authority as per the policy.

Note-: In case of rejection of the application, the processing fees will be non-refundable.

D. Deemed Approval Mechanism

Wherever the provision of Deemed Approval is applicable under the Punjab Right to Business Act, 2020, the Punjab Right to Business Rules, 2021, or any other policy/instructions issued by the Government from time to time, the applications received through the Invest Punjab Portal shall be processed accordingly. The concerned authorities shall ensure strict adherence to the timelines prescribed under this SOP.

E. Applicability

The provisions of this Standard Operating Procedure shall be applicable to all applications for NOC Drainage received through the Water Resources Department Portal, Invest Punjab Portal, or any other Government-approved digital platform notified by the Government from time to time.

Sd/-
KRISHAN KUMAR, IAS
Principal Secretary, Govt. of Punjab,
Department of Water Resources, Chandigarh

Chandigarh
The 16th July, 2026

3776/7-2026/Pb. Govt. Press, S.A.S. Nagar